



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-12, Changes To Processing Procedures For 22-Day Military Leave

Date: July 7, 2005

To: Holders of the Payroll/Personnel Manual  
Agency Timekeepers  
Agency Personnel Offices

This bulletin is being issued to announce the automation of the salary off-set process for employees using the 22-days off-set military leave under Title 5, Section 6323(b). This leave is used for specific active duty requirements as set forth by Public Law 108-136, Military Leave Changes, dated November 18, 2004. By law, the employee's Civilian salary payment for this type of leave must be off-set by the salary that the activated employee receives from the military for the same period of service. In the past, the agency was required to submit the payment of the 22-day off-set military leave manually or pay the entire amount via the use of Transaction Code (TC) 68, Emergency Military Leave, on the time and attendance report (T&A) and then issue a bill to the employee for the difference. This new automated process was effective Pay Period 12, 2005.

The following National Finance Center's (NFC) applications are affected by this change:

**Entry, Processing, Inquiry, and Correction System (EPIC)**

The name of Nature of Action Code (NOAC) 903 is changing from "Change in PMSO Data Element" to "Change in Non-CPDF Data Element." This name change more appropriately reflects the current and anticipated use of the 903 NOAC.

A new Authority Code, MIL, has been established for use with the 903 NOAC. When this Authority Code is entered on the 903 NOAC, the Salary Data pop-up becomes active. The Salary Share Amount field and the Salary Share Code field are available on this pop-up. This allows the agency to enter the hourly rate by which the employee's civilian salary must be off-set. The following entry guidelines should be used for entering NOAC 903 MIL in EPIC:

- A NOAC 903 MIL may not be processed for reemployed annuitants or cooperators. Agencies must continue to use Manual Pay/the Special Payroll/Processing System for the payment of these individuals when being paid for the 22-day off-set military leave.
- The Salary Share Amount is entered in the Salary Share Amount field as an **hourly** salary rate (**999.99** maximum).

- When using NOAC 903 MIL, only the values of **0** (None) or **9** (Military Hourly Rate-Used in Off-set) may be entered in the Salary Share Code field. If a **9** is entered, a Salary Share Amount must be entered. When resetting the value from **9** to **0**, the Salary Share Amount must be **0**. Values **1- 5** are not accepted in this field with NOAC 903. Agencies must use the appropriate Office of Personnel Management NOAC to change to/from values **1- 5**.
- The Salary Share Amount for NOAC 903 MIL is calculated by the agency personnel office. The agency personnel office must calculate the Department of Defense's (DOD) gross hourly salary rate based upon data recorded on the employee's DOD pay statement for the period of service that corresponds to the dates for which the employee would like to use the 22-day off-set military leave. Because DOD salary payments may vary from pay period to pay period, the agency is required to have a copy of each DOD pay statement covered by a corresponding request for 22-day off-set military leave and recompute this value for each pay period in question. Guidance on determining the DOD gross hourly salary rate can be found at <http://www.dod.mil/dfas/money/civpay/pay-calculation-examples.pdf>. **NOTE:** When NFC runs the pay calculations for TC 68 if the employee's calculated military hourly rate is higher than his/her civilian hourly rate, the system will not issue payment and a bill will not be generated.
- The employee's salary share code and the calculated DOD gross hourly rate can be found on the Information Research/Inquiry System (IRIS) IRIS Program IR102, Dates & Misc Sal/Pers Data. If the calculated DOD gross hourly rate for the period being processed differs from that on the database, the agency will have to process a new NOAC 903 MIL to record the appropriate rate for that period.
- The employee's timekeeper should use TC 68, on the employee's time and attendance report in order for the employee to be paid for the 22 days of military leave.

#### **Front-End Entry System Interface (FESI)**

FESI users are now allowed to submit an NOAC 903 MIL with the appropriate data elements completed. The corresponding FESI data elements are shown below:

##### **EPIC Field**

Salary Share Code

Salary Share Amount

##### **FESI Data Element**

Cooperative Annuitant Share Code

Cooperative State Share Salary

#### **Personnel Edit Subsystem Edit Messages (PINE Edit Messages)**

A new PINE Edit Message, 840, *Salary Share Code Invalid For This Document*, is being added to accommodate this change.

**Time And Attendance Validation System (TIME) Edit Messages**

A new TIME Edit Message, 459, *TC 68 Not Allowed-Invalid Coop-Cd Or Sh Sal*, is being added to accommodate this change. **NOTE:** T&As submitted on or after Pay Period 12, 2005, with TC 68 will reject if the employee's Salary Share Code does not equal **9** and his/her Salary Share Amount is **0**.

**Payroll/Personnel External Procedures**

The EPIC, PINE Edit Messages, and TIME Edit Messages procedures, which are available online at NFC's Web site, are being updated to include the information in this bulletin. To view and/or print these procedures, go to NFC's Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by System Acronym* then search for the applicable procedure on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel Systems (CAPPS) representative. Please refer questions about Military Leave to the Payroll Operations Branch at **504-255-4630** .



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